

**Simsbury Public Library – Board of Trustees
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Monday, February 22, 2016 at 7:00PM
Simsbury Public Library – Program Room 2
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Anne Erickson, David Blume, Linda Johnson (7:22pm), Mark Orenstein, Polly Gardow Rice, and Gail Ryan; Library Director Lisa Karim and Children's Librarian Margaret Macri.

ABSENT: Marianne O'Neil, Charmaine Glew, and Lauren Miller.

1. CALL TO ORDER – ESTABLISH QUORUM:

Vice Chairman Anne Erickson once establishing that a quorum was present, called the meeting to order at 7:17PM.

2. CT HUMANITIES GRANT:

MOTION: Ms. Polly Gardow Rice, Mr. Mark Orenstein second, **to approve the Connecticut Humanities Grant application presented by Lisa Karim; unanimously approved.**

3. APPROVAL OF MINUTES - January 25, 2016:

The January 25, 2016 Minutes should be amended as follows:

Page One, first paragraph, **Present**, the word "and" between the names Polly Rice and David Blume should be deleted;

Page One, fourth paragraph, **Communications**, the word "Currant" should be changed to "Courant";

Page One, fifth paragraph, **Friends Report**, the first line should read "May 12" rather than "March 1";

Page One, fifth paragraph, **Friends Report**, the second line should include a period after the year "2016" and the next word "they" ought to have the first letter capitalized;

Page One, seventh paragraph, **Director's Report**, the words "handed out" should be replaced with "reviewed";

Page One, ninth paragraph, **FY 17 Budget**, the following motion should be included:

"MOTION: Ms. Ryan, Ms. Gardow Rice second, **to approve the proposed Fiscal Year 2017 Budget; unanimously approved"**;

Page One, eleventh paragraph, **Strategic Planning**, third line, the word "compline" should be changed to "compile";

Page One, eleventh paragraph, **Strategic Planning**, fourth line, the word "February" should be changed to "January";

Page Two, second paragraph, **Menorah Gift**, the line should read, "Ms. Karim reported that the Town was gifted with a crystal menorah and the Town has accepted this gift which the Library will display during the holidays."

MOTION: Mr. David Blume, Mr. Orenstein second, **to approve the January 25, 2016 Minutes as amended; unanimously approved.**

4. PUBLIC AUDIENCE:

No public audience.

5. COMMUNICATIONS:

Ms. Gardow Rice noted the damage that can result from frozen pipes as other area libraries have recently sustained and questioned whether Simsbury has a plan in place for such an event. Library Director Lisa Karim noted that Simsbury Public Library does not have a Disaster Plan but opined that they should.

6. FRIEND'S REPORT:

Ms. Gardow Rice reported that substantial donations, totaling approximately \$700, have been received in the name of Dorothy St. Pierre. Ms. Gardow Rice queried fellow board members and Ms. Karim as to this

individual's connection to the library. Additionally, Ms. Gardow Rice reported that the Book Sale will be held September 24th and 25th of this year, to be held at the high school.

7. CHAIR'S REPORT:

No report provided.

8. DIRECTOR'S REPORT:

Ms. Karim confirmed with board members that each had received a copy of the Director's Report via email. She also reported that the website is scheduled to roll out next week. Additionally, Ms. Karim reported that the Bloomfield Home Depot will hold an employment fair at the library on March 2, 2016 from 12PM-4PM in the Business Resource Center.

9. CIRCULATION POLICY:

Ms. Karim referenced a draft of a revised Circulation Policy that had been forwarded via email. In response to an inquiry from Mr. Blume regarding substantial changes, Ms. Karim noted that patrons will now be required to produce two forms of identification when receiving a library card. Additionally, Ms. Karim noted that all library transactions will require patrons to physically produce their card, a practice that will be phased in over a six month period later in the year. She noted that self-checkout will not change. Ms. Gail Ryan noted that with respect to the portion regarding Simsbury Businesses, it was missing the caveat regarding reciprocal privileges. Ms. Karim acknowledged that this caveat needs to be added.

Ms. Karim also reported that on the third page, under the Loan Periods Matrix, she added the following language, "Extended loan periods are available on fiction books and paperbacks in all departments whose publication dates are older than one year."

MOTION: Ms. Ryan, Ms. Linda Johnson second, **to approve the Circulation Policy as discussed; unanimously approved.**

10. BUDGET:

Ms. Karim distributed copies of the January, 2016 Expenditure Status Report as well as a report entitled, "Income by Month/Cumulative".

Ms. Karim reported that the amplifier in the Program Room crashed last week. Ms. Karim noted that replacement of this amplifier at a cost of \$13K had been included as part of a CNR (capitol non-recurring) request for next year, and was likely to be approved. She opined that the Library cannot limp along for that length of time due to the number of programs that are scheduled and reported that she and Rick Bazzano are exploring sources of revenue in order to replace the amplifier now. She referred board members to Account 54310, Equipment Maintenance, of the Expenditure Status Report that reflects an available balance of \$11,034.95, although she noted that a replacement of the fireplace insert of \$1,100 has not come out yet. Mr. Orenstein questioned whether the Town has a backup that might be used on a temporary basis. Ms. Gardow Rice suggested that the schools, too, may have something that might be used temporarily. Ms. Karim indicated she would check on both of those possibilities.

The rise of the use of credit cards to pay fines and fees was discussed as was the rise in bank fees associated with the increased use of credit cards.

11. FY17 BUDGET:

Ms. Karim distributed copies of the town's budget workshop schedule, reminding board members that the Library's workshop is March 12, 2016 from 8AM-4PM, noting the Library will likely be heard at approximately 8:20AM. Ms. Karim also distributed copies of her budget narrative that had previously been submitted to Town Hall. She then distributed a revised budget including proposed cuts from the First Selectman's office on the budget that the Library Board had previously approved.

Ms. Karim reminded the Board that the increase in their approved budget was \$61,639, reflecting a 4% increase, noting that 1.8% was due to contractual obligations. She reported that their budget has now been cut to an increase of \$24,913, reflecting a 1.6% increase. She also noted that as a result of a recent meeting and the way the obligations were calculated there, contractual increase was figured at \$23,904, or a 1.58% increase. She noted that this results in a \$1,009 net increase on top of the contractual obligations.

Ms. Karim then reviewed the concessions made:

- The administrative salary had been budgeted to go from 17 to 25 hours commencing January, 2016 but will now stay at 17 hours until January, 2017;
- The non-union library page who was to go from ten hours to fifteen hours per week will remain at ten hours per week;
- The allocation of \$17,156 for an additional 700 hours for reference librarian staff. Ms. Karim noted that this account has not been increased for at least the last three years yet the transactions have increased by at least 16%. Additionally, she explained that this staff is responsible for all of the adult programming responsibilities, such as scheduling, contacting presenters and publicity. Ms. Karim reminded the Board that programming has increased 40% in the past three years;
- The teen reference materials were cut by \$3,995; and
- The equipment maintenance line item was cut by \$3,000 with the understanding that if things break, they would get repaired or replaced.

Discussion ensued regarding the budget.

12. INNOVATORS' WORKSHOP:

Ms. Karim reported that the Children's Department has an upcoming sewing series and that the teens will be using the sewing machines. She acknowledged the efforts of the community volunteers that will be participating in this initiative. Children's Librarian Margaret Macri described a Minecraft club that began last week.

13. STRATEGIC PLANNING:

Mr. Blume distributed copies of a Strategic Plan-Progress Report, highlighting the progress of this group. Mr. Blume reported that a committee meeting was recently held on February 9, 2016 and that the group has thirteen members with "many segments of town represented".

14. VETERAN'S MEMORIAL:

Ms. Karim reported that the Veteran's Memorial is going back out to bid and has learned that some of the construction will likely occur over the summer, resulting in one of the entrances possibly be closed for a while.

15. RED CROSS BLOOD DRIVE:

Ms. Karim reported that the Red Cross has requested to use space for a blood drive. Mr. Orenstein questioned whether this was in addition to Eno Hall being utilized for a drive. Mr. Blume questioned how often the Red Cross is seeking the Program Room and opined that their expectations should be managed.

16. EXECUTIVE SESSION, IF NECESSARY:

No executive session occurred.

MOTION: Mr. Blume, Ms. Johnson second, **to adjourn at 8:24PM; unanimously approved.**

**Respectfully submitted,
Pamela Colombie
Commission Clerk**